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V/M 6

18 July 1960

MEMORANDUM FOR THE RECORD

20 May 1960 - Discussed over the telephone with [ ] as per [ ] request. [ ] will call me as soon as possible, but probably not before 27 May 1960

1 June 1960 - Reminded [ ] Said he would try to see me today.

3 June 1960 - Called [ ] Said he would come by my office early Monday (6 June) morning. I told him I'd be glad to meet him at his office or any place to get this settled because there is a substantial dollar savings possible and I don't want to defer decision. Also asked [ ] about the list of [ ] requested him to [ ]

[ ] says they are working on it.

6 June 1960 - [ ] reviewed attached Memo to Chief, Management Staff from AD/CR dated 5/11/60. He called [ ] MD/CR who says he can't justify [ ] Al also contacted [ ] OO/Contact, who says he can't justify [ ] for peacetime but would need one for emergency use. This can probably be handled by use of [ ]

[ ] agreed as follows:

a. I will get statement [ ] on Wednesday relative to their justification for [ ]

b. We will then go to [ ] and suggest eliminating the [ ] except for one collator and one key punch.

7 June 1960 - Discussed with [ ] Office of Comptroller. He will direct a memo to Chief, Management Staff saying that [ ] is not needed by them.

8 June 1960 - Discussed with [ ] He will prepare a memo to Chief, Management Staff saying they cannot justify the [ ] for their purposes.

9 June 1960 - See [ ]

13 June 1960 - See Comptroller Memo

20 June 1960 - See Memo for Record dated 20 June 1960

29 June 1960 - See my notes.

11 July 1960 - See my notes.

13 July 1960 - See my notes.

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6/29/60 - Discussed with [ ] and told him [ ] advised me that [ ] OCR and [ ] OO/Contact want to stick to the proposal submitted over [ ] signature.

I advised [ ] that we do not have space in Records Center for [ ] I suggested that if we have to return all this equipment we move the punch cards, 1 Collator and Key Punch to Records Center and leave rest of it where it is in Vault. This would reduce [ ] requirement about 200 sq. ft.

The next move is up to [ ] Al suggested they all go [ ] to look over situation. [ ] will be away until 11 July 1960.

7/11/60 - [ ] says [ ] wants to know what has happened to the vacating of the Vault.

P.T.I. sent [ ] 6/17/60 for all filing equipment in the Vault and all office equipment. As of 7/11/60 no equipment moved from Vault.

Punch Cards need to be moved to Records Center on assumption that at least 1 Collator will also be moved there to maintain the file.

[ ] agreed to this today and I advised [ ] accordingly. [ ] will advise [ ]

- a. to move file equipment out as per PTI OF 6/17/60
- b. to move punch cards to Records Center

7/13/60 - I advised [ ]

- a. that punched cards now in Vault will be moved to Records Center immediately and move should be completed by 7/22/60. This will vacate the Vault <sup>8</sup>ppor entirely of records.
- b. the filing equipment in the Vault is being picked up today by the Headquarters supply division.
- c. One Collator, one sorter and one Key Punch will be moved to the Records Center to maintain the punch card files.
- d. [ ] equipment will be left in same place that it is in now - however this will require only about 50-100 sq. ft. and will not interfere with the proposed [ ] plan for this space.

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e. [redacted] and he is  
satisfied with this arrangement.

25X1

f. [redacted] will make necessary arrangements for  
adjustments in the rental [redacted]

25X1

This concludes our interest at this time.

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